

# **HAST Student Handbook**

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## **WELCOME TO THE HAMMOND ACADEMY**

On behalf of the entire staff, I am pleased to welcome you to the Hammond Academy, a showcase of academic learning opportunity and improved educational change. It is a school that offers excellent facilities, a staff well-trained and dedicated to serving the needs of each student, and educational experiences that are unique and cutting-edge.

We hope that as a student here at Hammond Academy, you will equip yourself to meet the challenges that lie ahead. The opportunities are many, but the responsibility for taking advantage of them is yours. You can become what you want and go as far as you like; the only limitations are your abilities and your determination to work and succeed.

This handbook has been developed to fully inform all of the students of the Hammond Academy about important information and policies under which the school operates. It is important that all students and their parents read, understand, and accept the responsibilities outlined.

It is my sincere hope that each of you takes advantage of the fine academic and student activity programs that are available at Hammond Academy, and that each of you is successful and happy during your middle and high school career. We're proud of our school, faculty, and students.

*Dr. Egan, School Leader*

\*\* Hammond Academy reserves the right to update or amend this handbook.

## **MISSION STATEMENT**

The mission of the Hammond Academy is to:

*Provide the highest quality level of education to students by implementing state of the art technology and research-based instruction in an environment that is conducive to learning.*

## **HAMMOND ACADEMY PHILOSOPHY OF EDUCATION**

Hammond Academy strives to provide a wide variety of educational experiences, which result in the academic, intellectual, and physical growth of our students. Also, we believe it is our responsibility to foster appropriate development in the emotional, social, and aesthetic areas. Students bring a variety of learning styles and dispositions to the learning process. We recognize our responsibility to identify individual differences and development, and we strive to adjust our curriculum and methods to foster individual development and achievement. Our philosophy is based on the Comer Process, a research-based approach to urban education.

### **EMERGENCY DRILLS**

For the safety of students and faculty, periodic tornado and fire drills are held. Drills will be held in conjunction and with the cooperation of the Hammond Fire Department. Procedures for these drills will be reviewed over the P.A. system and by every classroom teacher. During any emergency drill, students are expected to be quiet and orderly.

### **EMERGENCY SCHOOL CLOSINGS**

Sometimes it is necessary to delay the opening or cancel school. Information regarding such decisions will be broadcast over the radio, television and listed on the school's website. The following radio stations are identified as primary sites for news of school closings:

*AM 1230, WJOB, Hammond*

*[www.emergencyclosings.com](http://www.emergencyclosings.com)*

### **ANNOUNCEMENTS**

School announcements will be made daily at the beginning of the school day. So as to not disrupt the educational process, announcements will not generally be made during the school day unless absolutely necessary. Announcements should include a faculty signature and be turned in to the principal for approval a day ahead of time. Signs and other materials will not be posted in the building without the approval of the principal.

### **WEB PAGE**

The school web page is another tool that the school utilizes to help maintain contact with the community and to provide up-to-date information about important events and happenings at Hammond Academy of Science and Technology. The Hammond Academy Internet address is:

*[www.hammondacademy.org](http://www.hammondacademy.org)*

### **POWERSCHOOL**

Grades, assignment details and attendance will be available for viewing online at: *[hast.powerschool.com](http://hast.powerschool.com)*.

## **MEDICATIONS**

Students bringing any type of medication to school must follow specific procedures:

1. No medication, whether over-the-counter or prescription, can be in the possession of students or ingested by students at school, or at school-sponsored activities without direct school supervision. All medication must be brought to the school office with a signed parental permission form and a note from a parent or physician that details dispensing procedures. The school nurse, a school administrator or appropriately trained staff member will dispense medications.
2. Prescribed medications are kept under lock and key in the original container, bearing the original pharmacy label, and prescription number, date, physician's name, directions for use, and student's name. For the protection of the student, any person violating these regulations is subject to disciplinary actions including, but not limited to, suspension, expulsion, and prosecution by civil authorities. Medicine will be destroyed on the last day of school unless picked up by a parent, guardian or a designated adult (must be in writing). Signature of designated person is required at the time the medication is picked up.
3. A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has provided written authorization to the school nurse or principal. The written authorization must be filed annually. The written authorization must also include the following information from a physician:
  - a. The student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
  - b. The nature of the disease or medical condition requires self-administration of the prescribed medication.
  - c. The student has been instructed on how to self-administer the prescribed medication.
  - d. The student is authorized by the parent(s) to possess and self-administer the prescribed medication.

## **IMMUNIZATIONS**

All children must be completely immunized against diphtheria, tetanus, pertussis, polio, measles, rubella, mumps, hepatitis b, and chickenpox (unless there is written documentation of disease or a medical contraindication verified by a physician). If an immunization record is incomplete, the school requires that a physician or health department submit a written schedule of future immunizations. Students who are out of compliance will be excluded from school until such time as immunizations are brought up-to-date. Immunizations are available at no cost to any student with parental permission from the Lake County Health Department.

### **EXPOSURE TO BLOOD-BORNE PATHOGENS**

OSHA regulations require that schools develop an Exposure Control Plan to help minimize employee and student exposure to blood-borne diseases from body fluids. This plan and the OSHA regulation are available for review in the principal's office. Federally mandated procedures require that the school district request that parents, whose child has bled at school to the extent that employees or students have been exposed to the blood, consent to have their child tested for HBV and HIV. This information may be provided to the exposed employee or student and to the treating physician to determine proper medical treatment.

### **PEST CONTROL AND USE OF PESTICIDES**

The Hammond Academy is committed to providing a safe environment for our students. It, therefore, seeks to prevent student exposure to pests and pesticides. While pesticides protect children from pests that may be found in the school and on its grounds. Pesticides may, under some circumstances, pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods designed to control pests effectively while minimizing potential pesticide exposure.

The Hammond Academy will post a notice on several exterior building doors at least two school days prior to the date and time a pesticide application is to occur, unless an emergency is declared. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied, and a telephone number to contact for more information. In case of an emergency pesticide application due to an immediate threat to public health, the school will post a written notice within a reasonable period of time after the exposure.

### **WORK PERMITS**

An "Employment Certificate" (work permit) is required for employment. These certificates are issued to employers to put them on notice that the student is a minor and that they, the employers, are subject to obey the laws that have been passed to protect students. Such things as rest rooms, avoidance of hazardous or dangerous machinery, lunch and rest periods, hours of work, etc., are carefully regulated to protect students.

Indiana law requires that all minors--14, 15, 16, and 17 years of age--must have Employment Certificates for any gainful occupation except farm labor, domestic service, caddie on a golf course, and newspaper carrier.

To obtain an Employment Certificate, an "Intention to Employ" card should be obtained from the employer, filled out, and provided to the student's high school counselor, along with the student's birth certificate. The counselor will evaluate the student's academic and attendance record in order to approve or deny the work permit request based on that student's performance.

### **LOST AND FOUND**

Articles that appear to have been lost should be turned into the school office where they can be claimed by the owner. Lost articles that are not claimed within a reasonable length of time will be donated to a charitable organization chosen by the school's student council.

### **STUDENT AND NON-STUDENT VISITORS**

Given the unique educational environment, the school expects numerous visitors from time to time. However, Hammond Academy does not allow student visitors except for those here for school-related activities or with advanced approval by the principal or assistant principal. All non-student or student visitors are expected to report to the school office to sign in and obtain a visitor's pass.

### **ASSEMBLIES**

Assemblies are a regularly scheduled part of the curriculum, designed to be educational as well as entertaining. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike movies, the performers are very conscious of their audience. Those not courteous to the performers and fellow students will be asked to leave the assembly area.

Assemblies may be held at the school or off-site at the Towle Community Theater. When an event is held at the Towle Theater instead of at the school, parents will be given advanced notice whenever possible.

**SECTION II**  
**ACADEMIC INFORMATION**

## **COUNSELING SERVICES**

The primary focus of guidance counselors is to assist students to excel academically as well as to assist them in pursuing a college education after graduating high school, or occupations students may have an interest in. Counselors also provide students with someone to discuss other concerns and personal problems. In the event that a student expresses that he or she are planning to do harm to themselves the school is obligated to inform the parent. Also, the student must submit to a psychological assessment and be released by the hospital before the student is allowed to return to school. The students' days missed will not be counted against their attendance.

## **BASIC ACADEMIC TERMS**

Terms that all students should be familiar with:

- **GRADE POINT AVERAGE (GPA)** – Determined by dividing the total number of GPA points by the total number of credits.
- **CUMULATIVE RECORD** - Record of semester grades, attendance, and test grades.

**SAT** (Scholastic Aptitude Test). The SAT should be taken at the end of a student's junior year and again during his/her senior year to possibly increase the score. Most colleges and some two-year colleges require the test.

**ISTEP+ ECA** (Indiana Statewide Testing for Educational Progress End of Course Assessment). Test of achievement required in the State of Indiana for English 10 and Algebra I. A student must pass this test to receive a diploma from an Indiana high school.

**ISTEP+** (Indiana Statewide Testing for Educational Progress). Test given to freshmen to help prepare them for taking the ISTEP+ ECA.

**ACT** (American College Testing). This is an alternative to the SAT and is accepted by most colleges. It should be taken at the end of a student's junior year and again during the senior year in order to improve the student's overall score.

**PSAT** (The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is a program cosponsored by the College Board and [National Merit Scholarship Corporation \(NMSC\)](#). It's a standardized test that provides firsthand practice for the SAT. It also gives you a chance to enter NMSC scholarship programs and gain access to college and career planning tools. Test are generally taken in the month of October.

## GRADE REPORTS

Report cards are issued at the end of each 9-week grading period.

Grades are an indication of how well a student is performing in class(grades are a measure of the students understanding of the material while also including homework and class participation). Semester grades are recorded on each student's permanent record, and are also used to calculate his/her grade point average (GPA).

1. The following letter designations have been assigned for the purpose of student evaluation:

- A Mastery at an exceptional level
- B Mastery at level of competence
- C Mastery at an adequate level
- D Less than adequate performance
- F Unsatisfactory performance
- I Incomplete

2. Teacher Comments (Optional): In addition to regular grades, a comment can be made to indicate a level of student conduct as evaluated by each of the student's teachers. Cooperation, courtesy, attitude, responsibility, dependability, care of property, conduct, and work habits are some of the characteristics considered.

3. Incompletes: It is the student's responsibility to make up incomplete grades. Normally, students are given two weeks following the end of a grading period or semester to make up any incomplete work. If the work is not made up in the allotted time, the teacher may record an "F" on the report card.

## GRADE SCALE

The following grade scale points are used to determine grade point average (GPA):

A	4.00
B	3.00
C	2.00
D	1.00
F	0.00

A	92 - 100
B	83 - 91.5
C	75 - 82.5
D	68 - 74.5
F	0 - 67

## ACADEMIC REQUIREMENTS

**High School-** Students must earn a minimum of 47 credits to graduate from the Hammond Academy. The following courses are required of all students:

### Indiana Core 40 Requirements

English/Language Arts (8)	Global Studies (6)	Health & Wellness (1)
Mathematics (6)	Directed Electives (5)	Electives (6)
Science (6)	Physical Education (2)	

For the **Core 40 with Academic Honors (Minimum 47 Credits)** diploma, students must:

- Complete all requirements for Core 40
- Earn 2 Additional Core 40 Math Credits
- Earn 6-8 Core 40 World Language Credits (6 Credits in one language or 4 credits in two languages)
- Earn 2 Core 40 Fine Arts Credits
- Earn a grade of a “C” or better in courses that will count toward the diploma
- Have a grade point average of a “B” or better
- Complete **ONE** of the following:
  - A. Complete AP courses (4 credits) and corresponding AP exams
  - B. Complete IB courses (4 credits) and corresponding IB exams
  - C. Earn a combined score of 1200 or higher on the SAT critical reading and mathematics
  - D. Score a 26 or higher composite on the ACT
  - E. Complete dual high school/college credit courses from an accredited postsecondary institution (6 transferable college credits)
  - F. Complete a combination of an AP course (2 credits and corresponding exam) or an IB Standard Level course course(s) from an accredited postsecondary institution (3 transferable college credits)

The following minimum credits necessary for class status are:

11 Credits - To be considered a Sophomore  
22 Credits - To be considered a Junior  
34 Credits - To be considered a Senior

For scheduling purposes only, those students who have not met the minimum class status requirement will show a progression to the next grade level on their class schedules. **In order to participate in graduation activities, a student must be within two credits of graduation requirements.**

## **GRADUATION REQUIREMENTS FOR SENIORS**

In order to participate in graduation activities (i.e., senior picnic, senior pictures, commencement, etc.) seniors must have:

1. Fulfilled all academic requirements, or completed courses within two credits of the minimum required to graduate within their course of study option.
2. Resolved all financial obligations, and
3. Complied with all rules and standards of conduct.

Commencement is viewed as an activity that falls within the school year. Infractions of school rules and/or the display of inappropriate behavior during the Commencement exercise by the Hammond Academy students may result in appropriate disciplinary action.

## **OFFICER ACADEMIC REQUIREMENTS**

**National Honor Society** - Membership is limited to Juniors and Seniors who must have a 3.0 GPA (B average).

**Student Council Officers** - The president and vice president must have a B average. The secretary and treasurer must have a C average. All students must be in good standing.

**Class Officers** - All class officers must have a C average. All students must be in good standing with the school and their class.

## **STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's education records. Generally, schools must have written permission from a parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties: school employees who have a need to know; other schools to which a student is transferring; certain government officials, in order to carry out lawful functions; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for the school; accrediting organizations; individuals who have obtained court orders or subpoenas; persons who need to know in cases of health and safety emergencies; and state and local authorities within a juvenile justice system, pursuant to specific state law.

Schools may also disclose, without consent, "directory information," which Hammond Academy will make available upon request. The Board designates as student "directory information": a student's name, address, date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight; if a member of an athletic team; dates of attendance; date of graduation; awards received; listing on an honor roll and/or scholarships; and any other information that the Board considers may not be harmful or an invasion of privacy.

Parents and adult students may refuse to allow the district to disclose any or all of such "directory information" upon written notification to the district within 14 days after receipt of this handbook. For additional information, call (202) 260-3887, or write: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202-4605

**SECTION III**  
**RULES AND REGULATIONS**

## ATTENDANCE POLICY

Students are expected to be in attendance every day; however, there are times when students must be absent. For these times, a student shall not be penalized. Normally, the number of instances which necessitate absence is not excessive.

In the Hammond Public Schools, a student will be granted an excused absence for the following:

- Illness of the student as verified by the parent. Note: Excessive illness may require verification by a physician.
- Death in the immediate family as verified by the parent. \_ Being sent home by a school authority during the school day for other than disciplinary action.
- An absence which occurs because whatever needs to be taken care of absolutely cannot be done at any other time.

NOTE: *This type of absence must have prior approval of the principal.*

Teachers are not required to give make-up work for unexcused absences.

### **Homebound Services**

A detailed medical report from a licensed physician, verified by the School City of Hammond School Health Services Office, documenting a serious illness which prohibits a student from attending school for four (4) weeks or longer, is required for a student to be eligible for homebound services. In addition, the student needs must extend beyond the broad variety of accommodations that the school can provide to assist the student through the illness in order for homebound eligibility to be approved.

When a valid extended absence is anticipated for any enrolled student, an immediate referral must be made to the Special Education Department. When the need for an extended absence (4 weeks or longer) is verified, the student will be continued to be counted present and will receive homebound instruction from certified special and/or general education teachers, as appropriate to the student's instructional program.

## **Exemption from Regular Physical Activity**

In the interest and welfare of all students at Hammond Academy, the following procedures are to be observed for exempting students from normal physical classes.

- Parents may request a temporary or short-term exemption for a period not to exceed three (3) consecutive days by presenting a written request stating the reasons for the request.
- A second consecutive request may be honored. The combined total exemption may NOT exceed five (5) consecutive days.
- School administrators, teachers, and school health staff shall have the authority to exempt students from physical activity for a period NOT to exceed one (1) day.
- Any student who needs to be excused for an extended period (more than five [5] consecutive days) from any part of the regular required school activity for reasons of health shall present to the school a written order from a physician.
- The medical order shall give both the reasons for the request and the inclusive dates for the exemption.
- A parental request cannot terminate a medical order. Students who have been excused by virtue of a medical order must present a medical release from the physician before being allowed to rejoin the program.
- A yearly, written order shall be dated, signed, and presented should the need to be excused continue.
- Students may request exemption from physical activity or any one activity — for example, dancing — because of religious beliefs by presenting a written statement signed by the parent AND the church leader. Suitable alternative activities will be provided in lieu of the physical activity requirement.

*\*Since these are considered valid reasons for absence, students will be allowed to make up missed assignments, tests, etc. Students will be given days equal to the number of days absent to make up missed assignments and/or tests. However, it is the student's responsibility to contact teachers about missed assignments.*

## High School Attendance Policy

### Philosophy of Attendance

One of the most critical factors affecting high levels of student achievement and preparing students for life's work is the understanding that daily attendance and punctuality are key essentials of success. This is well established through compulsory attendance policies. **Students are required to be in attendance and arrive on time to school.**

The importance of good attendance has recently been linked to the school accreditation process. The federal mandate of No Child Left Behind, in addition to the state requirement of Public Law 221, requires a minimum of a 95% attendance rate for both schools and students. To achieve this goal, monitoring student absence is vital.

Frequent absences from regular classroom learning experiences disrupt the continuity of instruction. These experiences are lost and cannot be entirely regained. Many students who are frequently absent experience difficulty in achieving the maximum benefits of instruction. They are often able to acquire only mediocre success in their academic achievement. This is true even when additional after school instruction occurs.

The entire process of education requires continuity of instruction and classroom participation in well-planned instructional activities.

### Attendance Procedures

- A. Students may earn credit as long as they:
  - Do the required work.
  - Meet the attendance requirements.
- B. When a student will be absent, parents are to notify the school attendance office. NOTE: If a student is absent and the parent does not notify the attendance office, the student will be counted as truant.
- C. Students who arrive at school after 8:00 a.m. shall sign in at the main office.
- D. In order for a student to be dismissed prior to the end of the school day, parent notification must be received in advance. If the dismissal request is not received in advance, the parent must come in and sign the student out.
- E. When returning to school after an absence, students should report directly to their classes; however, if presenting a medical excuse or doctor's note, students should report to the attendance office.
- F. It is the student's responsibility to make all arrangements with their TEACHERS TO COMPLETE MAKE-UP WORK. Students will have two days to make up work for each day's absence, upon their return to school. (Students who miss only part of a school day are required to obtain that day's assignment for the class(es) missed.)

## **Four Absence Limit**

There is a maximum of four countable absences per semester. Any student passing a class, but exceeding the four absence limit in the 18 week grading period of a semester, will receive an Incomplete (I). Students will still have an opportunity to earn a passing grade if within the first two weeks of the second semester, they make up all of the time and work previously missed. If not, the "I" will become an "F".

If the four absence limit is exceeded during the second 18-week grading period of a semester, all time and work must be made up by the end of that trimester. If the time and work are not made up within that time frame, the student will receive an "F".

## **Excused/Non-countable Absences**

1. Illness or injury requiring physician's care and verified in writing by the physician. Verification of a physician's care must be presented within two days of the student's return to school. (In case of serious or catastrophic illness, arrangements can be made for school work to continue).
2. Medical and dental appointments should be made outside of school hours. However, medical and dental appointments which must be scheduled during the school day must be verified by a note from the doctor's office. Appointment cards only are NOT acceptable.
3. Absence due to an emergency illness or injury in the family (Example: Mother hospitalized). When an emergency requires a student to be absent, the absence will be excused provided a parent or close relative notifies the school on the day of the absence.
4. Illness in cases where the student is sent home by the school nurse or an administrator will be excused ONLY for the day the student was sent home.
5. Deaths and funerals of immediate family members (Immediate defined as father, mother, guardian, grandparents, brother and sister).
6. Approved family trips with parent(s) or guardian is limited to five (5) days per school year. Each day after the limit will be counted as an unexcused/countable absence. Approval must be obtained by submitting the proper form to an administrator prior to the absence.
7. School sponsored events/field trips.
8. Serving as a page for a government agency. (Letter required from agency)
9. Serving on the precinct election board or as a helper to a political candidate or political party on the date of each general city or town, special and primary election.  
(Letter required from election board)
10. Military service (National Guard) for not more than five (5) school days per year. (Letter from National Guard)
11. Court ordered appointments. (Letter required from the court or legal agency)
12. Religious observations which are not available outside school hours.  
(Letter required from the church)
13. College visitations will be limited to three (3) per year. Seniors who are applying for college admission must make arrangements in advance for

approval. No college visits will be allowed after May 1.

#### 14. Out of School Suspensions/InSchoolSuspensions

##### **Unexcused / Countable Absences**

Any absence that does not meet prescribed attendance guidelines will be considered an UNEXCUSED ABSENCE/COUNTABLE absence. Unexcused/countable absences include but are not limited to: Personal illness not verified by a medical note, truancies, and special circumstance unexcused.

\*An unexcused absence is considered a Countable Absence according to School City of Hammond guidelines.

##### **Attendance and Extra-Curricular Activities**

Students must be in attendance at least three (3) class periods on the day of an extra-curricular activity to be eligible to participate in or attend that activity.

##### **Compulsory Attendance Program**

Students are required to attend school and follow all school policies and rules. Students who are truant will be referred to the city and county courts through the Juvenile Court and the Prosecuting Attorney's Office. (This applies to all students enrolled in Grades K-12.) These agencies may be called to meet with parents in order to eliminate truancies and excessive absenteeism when the school's efforts are not successful.

## **Middle School Attendance Procedures**

The parent or guardian has the following responsibilities:

- To ensure that his/her child is present and on time.
- To notify the school before 10:00 a.m. on the first day of the child's absence, stating the reason for the absence and the approximate day of return.
- To provide upon the child's return a signed, written note indicating the date of the absence and explaining the reason for the tardiness or absence. If parents fail to submit such a written note, the school may send to the parents a notice requesting such information.

If no notification has been received by school personnel within three (3) school days, steps shall be taken to determine the reason for the absence.

If the reason for the absence or pattern of absence is not excused, a conference shall be scheduled with the parent or guardian and appropriate school personnel.

After determining the reason for the absence, the principal and his/her staff may take such steps as the following:

- Appropriate action at the local school level.
- Referral to the Dean of Curriculum/Instruction
- Appropriate legal action -- referral to the prosecutor for "failure to educate."

Prolonged and/or frequent absence is detrimental to a child's progress in learning. A student who misses thirty (30) or more days during a school year may be considered a candidate for retention. (Parents should understand that there are additional reasons for student retention and that this regulation pertains only to the procedures which deal with retention due to poor attendance.) After ten (10) days are missed, the parent will be asked to attend a conference with the teacher to discuss the child's progress in view of these absences. After twenty (20) days are missed, the parent will be asked to attend a conference with the teacher and the principal to look at proper grade placement for the child in light of excessive absences. Referral for "failure to educate" the child will be made to the prosecutor's office.

**Parent/Student Responsibilities-** Students who are absent **MUST** have a parent/guardian call the school office and report the absence on the same day that the absence occurs. This call must be received at the attendance office before 10:00 AM. If the office is not notified by 10:00 AM, the absence will be considered a truancy.

Upon returning to school, the student must submit a note to the office, signed by a parent/guardian, verifying the reason for the absence. Students who fail to bring a note will be assigned a detention or assigned an unexcused absence

A student who needs to leave school for an appointment must bring a note to the school office in the morning. The student will be issued a pass to get out of class at the designated time. The student must sign out in the school office before leaving. If the student returns to school the same day, the student must sign-in in the school office.

A student who is absent from school and will miss an assigned *Friday Detention*, must attend the next scheduled *Friday Detention*. Failure to attend may result in a suspension for failure to follow school rules.

**School Responsibility-** The school will maintain a record of student absences on a daily basis for each student. When necessary, the principal or his designee may make attendance-related home visits. After six absences during a semester, the school will notify a parent/guardian by letter. Upon the ninth absence during a semester, the school will notify a parent/guardian by certified mail that the student will receive no credit for the class. Excessive absences may be referred to the court system.

A parent may appeal **before** a student loses any credit in accordance with this policy. The said appeal may be made in writing to the principal. In the event that the appeal is denied by the principal, the parent may appeal to the Hammond Urban Academy Board for review.

**Sign-In/Out Register-** The sign-in/out register is located in the school office. Permission must be obtained from the principal to sign out. It is necessary to follow this procedure when leaving school grounds for any reason. If a student returns to school the same day, he/she must first return to the school office and sign in. Failure to observe this policy will result in a truancy violation.

## TRUANCY

### Definition of Truant

A student may be considered truant when they are not in their assigned area at any time during the school day.

1. A student is considered tardy if he/she is not in their assigned seat at the beginning of class.
2. A student tardy to class more than ten (10) minutes will be marked absent and considered truant.
3. A student who is habitually truant involving the use of his/her vehicle will lose parking privileges for 30 days on the first offense, and on the second offense, a student will lose parking privileges for one (1) term of a trimester.
4. Students who leave class before being dismissed by the teacher will be considered truant.
5. Students located in the hallways without a pass will be considered truant.

### Definition of Habitual Truancy

***According to IC 20-33-2-11, a student is habitually truant when the student is chronically absent, by having \*unexcused absences from school for more than ten (10) days of school in one (1) school year.***

**First Truancy-** The student will be serve an in school suspension for one day. Parent/guardian will be notified by letter or phone call.

**Second Truancy-** The student will be suspended out of school for three days. Parent/guardian will be notified by letter or phone call that the student has been placed on probation.

**Third Truancy-** The student will be suspended from school for five days and recommended for expulsion.

## PASS PROCEDURE

In order to provide for conditions conducive to learning, it is absolutely necessary that the hallways be free from distractions. Therefore, students are to be in their assigned classes. However, upon occasion, when a student must be in the hall, the following pass procedure will be followed:

1. The student will obtain a school pass from a proper school official.
2. The student will see that the proper information is written on the pass by such school official.
3. The student will have the pass in his/her possession.
4. The student will see that the pass is properly validated once the student has reached his/her destination.
5. The student must realize that if the proper pass procedures are not used, passes will not be honored.
6. When a teacher has requested a student to go to his/her area, the teacher requesting the student and an administrator must sign the pass.

## **TARDINESS**

Tardiness is defined as not being in the assigned classroom at the appropriate time. A record of tardiness is kept for each student on a semester basis for each class period.

### **Tardy No. 1**

Teacher Action: Teacher records tardy and informs student of the tardy.

Administrative Action: None at this time.

### **Tardy No. 2**

Teacher Action: Teacher records tardy and informs student of the 2nd tardy.

Administrative Action: None at this time.

### **Tardy No. 3**

Teacher Action: Teacher records tardy, assigns the student a lunch detention. Teacher informs parent via phone call. And sends the form to the office with teacher/student signatures.

Administrative Action: None at this time.

### **Tardy No. 4**

Teacher Action: Teacher records tardy, assigns the student an after school detention for Tuesday or Wednesday. Teacher informs parent via phone call. And sends the form to the attendance office with teacher/student signatures.

Administrative Action: None at this time

### **Tardy No. 5 and Subsequent Tardies**

Teacher Action: Teacher records tardy and sends tardy absence form to the attendance office with teacher/student signatures.

Administrative Action: The administration will contact students parents to inform of two hour Friday Detention. Also, the administration will assess student one absence in that class which will count toward the eight-absence limit

## **Electronic Devices**

Cell Phones and other electronic devices are only allowed before school, after school and during lunch. Electronic devices are prohibited during passing periods and should not be visible at any other time during the school day except during the times stated above. The staff member will take the cell phone and give it to the appropriate assistant principal for parent pick up. Refusal could result in a 3 day suspension.

Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of sexual nature in electronic or any other form, including the contents of a cell phone or other electronic devices is strictly prohibited and possessing such items could be grounds for expulsion.

### **Important Notice to Students and Parents Regarding Cell Phone Content and Display**

- The Child abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/ student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/ student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender. Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

## **DISCIPLINE PHILOSOPHY**

The Hammond Academy was established to provide an environment, which is conducive to a safe and orderly instructional atmosphere. In such an environment, a student is allowed to learn without distractions. Any student behavior which causes interference with our educational environment will also interfere with the learning process of all other students and will not be condoned or tolerated.

It is the responsibility of students and parents to know and abide by the school discipline policy in order to assure the maximum opportunity for all students to learn in our schools. Throughout this handbook there are many specific rules and regulations which parents and students need to know in order to assure such maximum opportunity for all.

## **DISCIPLINE POLICY**

Although Hammond Academy strives to create an environment that is free of the need for disciplinary action, violations of policy may occur from time to time. When those violations occur, it is necessary to take steps to assure that repeat occurrences are avoided. All students are subject to the following disciplinary policy depending upon the violation (**Note- this list is not all inclusive of possible violations**):

### **MINOR STUDENT MISCONDUCT VIOLATIONS:**

1. Not wearing or presenting school identification.
2. Failure to follow directions of the classroom teacher, substitute teacher, or authorized school personnel.
3. Violation of the school's Internet use policy.
4. Use of electronic devices (see *Electronic Devices*)
5. Failure to attend class with necessary materials.
6. Failure to return a Student Deficiency Notice signed by a parent.
7. Failure to follow Choice rules .
8. Posting unauthorized signs in the building.
9. Gum Chewing
10. Failure to follow school dress code
11. Sagging Pants
12. Use of Profanity
13. Destruction of School Property (Will be reviewed on a case by case basis. This includes computers, lockers, bathrooms etc)

### **Administrative Consequences**

1st Offense: Warning from teacher

2nd Offense: Teacher assigns student one half hour of Lunch Detention.

3rd Offense: Teacher assigns student after School Detention.

4th Offense: Teacher assigns student Friday Detention

Additional Offenses: Student is referred to the principal.

### **MAJOR STUDENT MISCONDUCT VIOLATIONS:**

1. Smoking or possession of tobacco, matches, lighter, etc.
2. Instigation of uncooperative behavior and/or failure to obey school rules and standards. This violation includes the encouragement of others to engage in these behaviors.
3. Use of abusive and/or vulgar language or gestures.
4. Soliciting funds for any purpose without the approval of the administration.
5. Disrespect for students, teachers, and administrators.
6. PDA, Kissing, or Inappropriate physical contact between individuals.
7. Academic Insubordination
8. Repeated incidence of student misconduct.
9. Destruction of School Property (Will be reviewed on a case by case basis. This includes computers, lockers, bathrooms etc)

#### **Administrative Consequences**

1st Offense: One-day out-of-school suspension.

2nd Offense: Three-day out-of-school suspension. Student may be placed on probation.

3rd Offense: Five-day out-of-school suspension. Student recommended for expulsion.

### **GROSS STUDENT MISCONDUCT VIOLATIONS:**

1. Throwing or propelling any object which might harm another person. (Properly authorized and supervised athletic activities shall not constitute a violation of this provision.)
2. Theft
3. Extortion
4. Vandalism
5. Gambling
6. Pornography
7. Hazing or gang activity
8. Letting an unauthorized person into the school building.
9. Possessing any forged communication interfering with school purposes.
10. Bullying, intimidating, pranking, or harassing others.
11. Indecent exposure.
12. Insubordination
13. Sexual Misconduct
14. Destruction of School Property (Will be reviewed on a case by case basis. This includes computers, lockers, bathrooms etc)
15. Fighting, threatening, derogatory racial comments, sexual harassment, or deliberate physical abuse of another person, student, or school employee

### **Administrative Consequences**

1st Offense: Three-day out-of-school suspension. Student placed on probation.

2nd Offense: Five-day out-of-school suspension. Student recommended for expulsion.

### **FIGHTING, THREATS, RACIAL/SEXUAL HARASSMENT, PHYSICAL ABUSE**

Fighting, threatening, derogatory racial comments, sexual harassment, or deliberate physical abuse of another person, student, or school employee will not be tolerated at Hammond Academy. The following factors will be considered by the administration when applying punishment to offenders:

- Who was the aggressor?
- The severity of the fight/threat/abuse.
- The amount of property damage, if any.
- The severity of injuries, if any.
- The number of offenses.

Students who engage in fighting, threats, racial/sexual harassment, or physical abuse of another student, employee or person are subject to the penalties provided for gross misconduct in the student conduct policy.

### **MISCONDUCT WITH AUTOMATIC RECOMMENDATION FOR EXPULSION:**

1. Setting off and/or tampering with the fire alarms or fire fighting equipment.
2. Possession of a weapon
3. Possession of, or not reporting the knowledge of, any potentially explosive device.
4. Setting or attempting to set fire in or on school property and/or misuse of matches, lighters, or any flammable material.
5. Knowingly possessing, handling, or transmitting an object that can reasonably be considered a weapon.
6. Making a prank phone call to "911."
7. Calling in a bomb threat.
8. Violation of probation.

### **CHEATING**

A student who is caught cheating will be subject to the following discipline. (Consequences for the violation terminate at the completion of the course.)

1st Offense: Teacher to notify parent in writing with a copy placed in the student's file. Zero recorded for work. Teacher may assign a Friday Detention.

2nd Offense: One-day out-of-school suspension. Parents are notified and student is removed from class with a grade of F (failure).

### **POSSESSION OF WEAPONS**

In order to comply with the Federal Gun-Free Schools Act, the Board of the Hammond Academy has enacted a policy states that a student who brings to school including:

- any weapon either designed or readily convertible to propel a projectile,

- any frame for such a weapon,
- any silencer or muffler,
- any explosive, incendiary, or poison gas device,
- any knife, or
- any firework

will be expelled from school for one calendar year.

### **NEGATIVE GANG AND/OR GROUP RELATED BEHAVIOR**

The presence of gangs and/or groups that cause substantial disruption of, or material interference with, school purposes will not be tolerated at the Hammond Academy. In order to combat the negative influence of gangs, no student:

1. Shall use school facilities to promote any interest in any group without prior written notification from a school administrator.
2. Shall use force, intimidation, threat, fear or passive resistance to solicit other students for membership or encourage other students to engage in such conduct.
3. Shall commit any act or use any speech, either verbal or non-verbal (handshakes, gestures, graffiti) that shows gang membership or affiliation.
4. Shall wear any item (clothing or jewelry) that promotes or alludes to gang affiliation.

A student who violates this policy may be subject to the penalties provided for gross misconduct in the student conduct policy.

### **SUBSTANCE ABUSE**

The Hammond Academy's discipline policy seeks to focus substance use and abuse in the context of good decision-making. It is necessary that any policy or program be flexible enough to allow for growth, change and the protection of others. Abuse of hazardous substances by students is clearly inappropriate and potentially destructive to students and their families. Local authorities will be notified and charges filed and such abuse may constitute grounds for immediate expulsion. Actions include:

1. Knowingly attempting to possess or possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, stimulant, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, or "any product whose use produces an altered mental or physical state."
2. Engaging in the unlawful selling of a controlled substance or alcoholic beverage or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function; or, selling any substance being represented as, or understood by the purchaser to be, a controlled substance, alcoholic beverage, or prescription medication.
3. Knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant or intoxicant of any kind.
4. Knowingly possessing, attempting to possess, or providing to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of alcoholic beverages or a controlled substance. Examples of items

not to be possessed or to be provided to another person are: pipes, spoons, rolling papers, clips, bongs, etc.

5. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanalaminine (PPA), or stimulants of any kind, be they available with or without prescription.

In those situations where the violation involves only being under the influence of a controlled substance, the administration will offer the parents and student the option of waiving expulsion if the student agrees to take part in a school-approved counseling program and produces documentation proving that they are actively and continuously taking part in such a program.

If the option of waiving expulsion is chosen, an initial evaluation session is to be arranged by the parent and student with a substance-abuse counselor at any agency of the parent's or guardian's choice, as long as that counselor or agency holds certification from the Indiana or Illinois Division of Addictive Services. Cost of counseling or treatment required or pursued as a result of this intake session is the responsibility of the parent or guardian.

A written report of the initial evaluation is returned to the school and an administrative decision concerning the waiver of expulsion is made based on the recommendation of the participating agency. The student and parents are informed of the decision of the student's expulsion or continued enrollment with counseling.

If the decision is made to allow continued enrollment of the student at the Hammond Academy based on the evaluation, the student must successfully and continuously participate in the aforementioned counseling program. It is understood and agreed upon by the student and parents that full cooperation in the counseling program is required. Written documentation from the counselor or agency of each session attended by the student must be mailed to that student's counselor of the Hammond Academy. If the counselor does not receive documentation within five calendar days, proceedings to expel the student will begin. If a student fails to complete the counseling program, he/she may be expelled from school.

### **UNLAWFUL ACTIVITY BY A STUDENT**

In addition to reasons for discipline set forth above, the student may be suspended or expelled for engaging in unlawful activities on or off school ground if:

1. The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.
2. The student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school break, and the summer period when a student may not be attending classes or other school functions.

## TYPES OF DISCIPLINE

- There are a number of measures that can be taken when discipline is necessary, ranging from detentions to expulsion. It is important that each student and parent understand each term's meaning:
- **Lunch Detention:** Detentions are a step of progressive discipline and offer the students a consequence for breaking the rules by having them spend their time in a controlled situation after or during school hours without interfering with a student's class work by causing him /her to miss school. Lunch detentions will be held every Lunch period Monday - Friday during the students' lunch period. It is the student's responsibility to notify his/her parent/guardian of an assigned detention. It is the responsibility of the parent/guardian to contact school as soon as possible **prior** to their child missing a detention. Failure to make such contact or failure to attend detention may result in further disciplinary action for failure to follow school rules.
- **After School Detention:** After school detentions will be held every Tuesday and Wednesday from 3:30 p.m. to 4:30 p.m. It is the student's responsibility to notify his/her parent/guardian of an assigned detention. Failure to return the discipline form with a parent signature may result in further disciplinary action. Contact from the parent/guardian is needed **in advance** to change any date of assigned detention. It is the responsibility of the parent/guardian to contact school as soon as possible **prior** to their child missing a detention. Failure to make such contact or failure to attend detention may also result in further disciplinary action.
- **Friday Detention:** Detentions will be held every Friday from 12:00 p.m. to 2:00 p.m. It is the student's responsibility to notify his/her parent/guardian of an assigned detention. Failure to return the discipline form with a parent signature may result in a one-day out-of-school suspension. Contact from the parent/guardian is needed **in advance** to change any date of assigned detention. It is the responsibility of the parent/guardian to contact school as soon as possible **prior** to their child missing a detention. Failure to make such contact or failure to attend detention may result in a suspension for failure to follow school rules.
- **Suspension from Class:** A student may be suspended from a specific class for two class periods by the classroom teacher and up to ten classroom periods by the principal. Any student so suspended will spend the time that should have been spent in the class in such area as directed by the principal.

- **Removal from Class:** A student may be removed from a specific class by the principal for an entire grading period or semester. Removal from class results in a grade of "F" with no credit.**Suspension From Event/Club:** A student may be removed from a specific sporting event/social club by the principal.
- **In School Suspension (ISS):** A student may be suspended but placed in school suspension by the principal for a period of one to three days. Students will be allowed to make up any class work or missed exams while on this type of suspension. A parent/guardian and student will be required to attend a re-entry conference with school officials if the student was suspended from school as a result of violations related to drugs, gangs and/or violence. A student will not be re-admitted to school until the conference takes place.
- **Out-of-School Suspension (OSS):** A student may be suspended out-of-school by the principal for a period of one to ten days. Students will not be allowed to make up any class work or missed exams while on this type of suspension unless they qualify for the Alternative Discipline Program. A parent/guardian and student will be required to attend a re-entry conference with school officials if the student was suspended from school as a result of violations related to drugs, gangs and/or violence. A student will not be re-admitted to school until the conference takes place.  
**Alternative Discipline Program:** A student will be allowed to make up class work or missed exams for one-day and three-day out-of-school suspensions, excluding: gross student misconduct, cheating, vandalism, fighting/threats, possession of weapons, gang-related situations, substance abuse, or other unlawful activity. The student will need to make up two hours per day of suspension as scheduled with the teacher who will supervise the program, i.e. 1 day = 2 hours, and 3 days = 6 hours.**Probation:** A student is placed on probation for violation of attendance and/or discipline policies. If a student has another occasion of similar nature, the student will automatically be recommended for expulsion.
- **Expulsion:** An expulsion means a disciplinary or other action whereby a student is separated from school attendance for a period in excess of ten (10) days. Expulsions will be heard by an experienced hearing officer utilizing state expulsion hearing guidelines. A parent/guardian and student will be required to attend a re-entry conference with school officials if the student is expelled from school for any reason. A student will not be re-admitted to school until the conference takes place.
- **Teacher/Student Administrative Conference:** A student may be required to attend a conference with a particular teacher, administrator, or other school personnel. The conference will always include a member of the schools administration. Conferences can be requested by a teacher, student, or administrator.
- **Parent/Teacher Administrative Conference:** A parent may be required to attend a conference with a teacher and/or administrator. These conferences will always include a member of the administrative team. Conferences can be requested by an

administrator, teacher, and/or parent. **Civil Authoritative Intervention:** Certain violations of the school's *Student Conduct Rules* may necessitate civil authoritative intervention (i.e., police or juvenile court system) as requested by school administration.

## **APPLICATION OF POLICY**

The Academy's Discipline Policy applies whenever a student is:

1. On school grounds immediately before, during, and immediately after school hours and at any other time when school is being used by a school group;
2. Off school grounds at a school activity, function, or event;
3. Traveling to or from school or a school activity, function, or event.
  
4. The student engages in unlawful activities on or off school grounds if the unlawful activity interferes with an educational function or school purpose, or if the removal of the student is necessary to restore order or to protect the safety of persons on school property. This applies to unlawful activity, which takes place during school holidays, breaks, vacations, weekends, or other periods of time when a student is not attending classes or a school function.

## **HAMMOND ACADEMY SCHOOL DRESS CODE**

### **General Guidelines:**

- All Clothing must be of appropriate size and fit properly
- Tops must be tucked in and stay tucked in when arms are raised
- No hats, caps, scarves, gloves, sweatbands, large jewelry or sunglasses
- Clothing that is distressed or has holes or rips are not to be worn
- Articles of apparel, clothing or accessories that present a hazard to the individual, other people or property are not permitted.
- Due to safety concerns clothing that is too long, flip flop sandals, or high platform shoes will not be permitted.
- No facial piercing
- ID's must be worn at all times
- No All Black Outfits
- No Unnatural Hair Colors
- No Earrings Larger than a Quarter

### **Sweaters/Sweatshirts**

- Solid white, black, or grey (button or zip) sweaters, pullovers, or sweatshirts are permitted; no writing or logos except approved HAST wear
- No outside coats or jackets to be worn in the school building

### **Shirts and Tops**

- Must be Black or White collard shirts
- Shirts must have sleeves, no holes, rips or tears
- No writing or logos permitted, except approved HAST wear
- All tops should be of an appropriate size and fit; no form fitting or long shirts will be permitted
- Tops open lower than the collar bone are not permitted
- Any material that is sheer or lightweight enough to be seen through will not be permitted
- Undergarments must not stick out bottom of shirt and must be school colors (Black, White, or Gold)

### **Pants, Slacks, Shorts, Capris, Skorts**

- Must be solid color of black or khaki; NO DENIM
- Pants designed with belt loops must be belted at the waist
- Shorts, skirts, and skorts must be no shorter than 3" above the knee

- Bottoms made of stretch knits, spandex, flannel, denim, leggings, or fleece such as sweatpants, jogging pants, or any type of athletic clothing are not permitted
- Baggy, saggy, long, or form-fitting pants are not permitted

### **Skirts, Dresses, Jumpers**

- Must be solid color or Black or Khaki and meet all other school wear guidelines
- All dresses must also meet the requirements listed above under tops

### **Shoes (Black or White)**

- Shoes designed to be worn outside that home
- Shoes must be tied and shoes with velcro closures must be secured at all times
- Flip flops, slippers, sandals, and high platforms shoes are not allowed

### **Fridays**

- Casual Dress
- Jeans (No holes, No rips, No Sweatpants, No Jogging Pants, No Spandex, No Leggings, No Pajama Pants and No Athletic Wear)
- Tennis Shoes (No sandals, No Flip Flops, No Slippers, No Platforms, & No Slides)
- HAST Shirt

A student not meeting these guidelines will be directed home, through the office, by his/her first period teacher to change clothing. If a student misses classroom time to correct his/her wearing apparel, the student will be assigned a Friday Detention.

## LOCKERS

Each student is assigned a locker for the storage of books and equipment. Only that student's belongings are to be kept in his/her locker. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. Since lockers are a permanent part of the building, students are expected to keep them in good condition. If a student has a problem with a locker, he/she should notify the high school office immediately.

Each year lockers will be completely cleaned; removal of tape, mirrors, stickers, etc., will be required. Marks and writing that require special cleaning are never to be put on a locker's surface or interior. Students can be charged for damaged lockers or for lockers requiring special cleaning.

Only the student is given the locker combination. It is not to be given to anyone else. Large amounts of money or valuables, including expensive clothing and jackets, should not be brought to school. **The school is not responsible for lost articles of any kind.**

According to the Indiana State Law, school lockers remain the property of the school and students have no expectation of privacy in school lockers or their contents. School authorities have the right to examine the contents of the lockers at any time. The decision to examine a student's locker will be made by the principal and/or his/her representative. The principal or representative who conducts the search shall, when reasonably possible, do so in the presence of the student and at least one adult witness. However, locker searches may be conducted without the student present. A law enforcement agency having jurisdiction over the premises where the locker is located may at the request of the school principal assist the administration in the search of a locker and its contents. Discovery of illegal or dangerous materials will be reported to the parent, the superintendent, and to law enforcement officials as required by Indiana Law.

## HALL CONDUCT

Students are expected to conduct themselves properly while moving in the halls of the Hammond Academy. Appropriate time has been provided for passage to and from classes. Students should use this time wisely to avoid running or the possibility of accumulating tardies.

Running, pushing, and horseplay, within the halls are unacceptable behavior, and violators will be subject to discipline. At all times students should be courteous to others and speak at an appropriate volume so as not to disturb others. Students are expected

to follow the directions of teachers and administrators while using the hallways. Everyone's cooperation is needed.

### **DRIVER'S LICENSE/PERMIT RESTRICTION POLICY**

Public Law 121-1989, effective July 1, 1989, prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to a student less than 18 who is under:

- at least a second suspension from school;
- an expulsion from school; or
- an exclusion from school due to misconduct. The Bureau of Motor Vehicles is also required to invalidate a student's license or permit for the same reason.

A student whose license or permit has been denied or invalidated for the above reasons will be eligible for a license or permit or have a license or permit validated upon the earliest of the following events:

- the student turns 18;
- the end of the semester in which the student is reinstated in school; or
- the suspension, expulsion or exclusion is reversed after a hearing conducted under IC 20-8.1-5.

The law requires school officials to report to the Bureau of Motor Vehicles:

- that a student is eligible for a license or permit because the student has not been suspended (at least two times), expelled, or excluded;
- when a student has been suspended (at least two times), expelled, or excluded.

Furthermore, the Bureau of Motor Vehicles may not issue a driver's license or permit to a student who is:

- at least 13 but less than 15;
- a habitual truant;
- identified in a list submitted to the Bureau of Motor Vehicles until the student turns 18.

A student identified as a habitual truant is entitled to a review of the student's attendance record at least once a year to determine if the student's attendance has improved so that the student may become eligible for a driver's license or permit.

### **STUDENT DRIVERS**

All student drivers must register their cars with the school office. Students who drive to school are expected to observe all traffic laws, both on and off the school premises. Safe driving is very important to everyone. The area around the school is usually congested at the beginning and the end of the school day and extreme caution is a must. Students are to lock their cars while parked on school property. The school assumes no responsibility for damage or for lost or stolen items.

A student who fails to abide by this policy may be banned from parking in the school's parking lot.

## **MOTOR VEHICLE SEARCH POLICY**

The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle, and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable cause for such a search of that motor vehicle. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto the school premises. The principal, or a member of the administrative staff designated in writing by the principal may request a law enforcement officer to search a motor vehicle on school premises or identify or dispose of anything found in the course of a search conducted in accordance with this policy. Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any such search conducted.

Anything found in the course of a search conducted in accordance with this policy which is evidence of a violation of state law or school rules, or which by its presence presents an immediate danger of physical harm or illness to any person, may be seized and disposed of by the principal, or his/her designee, as he or she deems appropriate, including (a) return to the proper owner or place; (b) used as evidence in a student discipline proceeding if such constitutes a ground for suspension or expulsion under I.C. 20-8.1-5-4; (c) delivery to the appropriate law enforcement officials for prosecution purposes if possession constitutes evidence of a crime; (d) destruction or (e) delivery to the appropriate law enforcement agency properly identified by coded identification (not by a student's name) for safe keeping, identification, or destruction.

## **CAFETERIA RULES**

The Hammond Academy is a closed campus. All students must dine in the cafeteria during lunch period. If it is necessary for a student to eat at home, a parent must sign their child out to go home for lunch on a one-week basis. Any child signed out is expected to be found only on a direct route between the school and their house. Any student found at any other location not on the route to their house will be considered truant and subject to disciplinary action. Students will be expected to exhibit courtesy and a positive attitude in the Cafeteria. The following guidelines will be followed:

1. All students are required to stand in line to purchase either a full or partial meal. (The only exception will be those carrying a lunch, who will be allowed to bypass the line to buy milk. Otherwise Students need to be seated and enjoy their lunch)

2. Line cutting will result in having to wait until all other students have been served before being allowed to receive one's meal.
3. All food should be kept on the trays. Any unnecessary carelessness on the tables or floor will be the students' responsibility to clean.
4. After finishing their meal, all students are asked to dump excess food in the trash container.
5. No food or drink of any kind will be allowed to leave the cafeteria.
6. Disrespect to any cafeteria worker will not be tolerated and could result in disciplinary action.
7. Radios or other musical devices without personal earphones, and any type of loud or unruly behavior will not be allowed in the cafeteria. (Violators can be subject to disciplinary action.)

### **LEGAL RESIDENCY**

The Hammond Academy will investigate any information it receives concerning any student's attempts to circumvent the state's legal residency requirements. If the Hammond Academy determines that the student does not live within the State of Indiana, or lives within the state under a living arrangement with someone other than parents, primarily established for the reason of attending school at the Hammond Academy, expulsion proceedings will be initiated. In addition, tuition will be charged for the period of time that the student attended the Hammond Academy.

### **OTHER POLICIES**

This booklet does not cover all existing policies of the Hammond Academy. Additional policies and regulations will be presented and discussed as they become pertinent. Should a question arise concerning any topic not covered in this handbook, students are encouraged to contact the school's principal or assistant principal.

### **ACCEPTABLE USE POLICY**

Technology at Hammond Academy of Science and Technology (HAST) offers enhanced learning opportunities. Technology resources include, but are not limited to, computers, printers, software, online subscriptions, online databases, network file servers, data files, e-mail, Power School, and access to the internet. Internet and computer network and non-network access is available to authorized students, teachers, and other staff.

***HAST provides technology resources for educational purposes only.*** This Acceptable Use Policy serves to protect the interests of HAST, its students, and its technology resources. Personal work, gaming, blogging, etc. should be done on personal computers on personal time. These technology resources are tools of education, not toys for personal use.

The rules in this Acceptable Use Policy (AUP) are applicable to anyone who comes into contact with a HAST laptop including anyone in a HAST student's family. Hammond

Academy reserves the right to amend this policy at any time and to enforce such amended policy after giving notice of such amendments.

### **Apple Macbook Laptops**

At HAST, we are implementing a 1:1 program with Apple Computers. The 1:1 laptop program is to enrich student learning experiences in and out of the classroom. • Laptops are treated the same as student lockers. If for any reason, a HAST staff member has suspicion of inappropriate use of the laptop in anyway, they may search the computer.

- Any file on the HAST laptop is searchable and subject to disciplinary action as found appropriate by the HAST Administration.
- Laptops must have insurance supplied by the vendor selected by HAST. • Students, teachers, and staff should never divulge passwords with others.
- Students are not to use their laptop while eating or drinking, or near food or drink. Laptops do not belong in the cafeteria during lunch periods due to possible spillage of food or drink. This will cause damage to the machine and is not covered by insurance.
- Laptops are to be transported inside of their sleeves at all times. HAST provides students with a padded sleeve. This sleeve or a case with equal or greater protection must be used when transporting the computer.
- Students will not put stickers, decals, or draw on the laptop with the exception of window clings that do not leave a residue. Putting rubber or plastic cases on the laptop is acceptable.
- Users should not touch another student's computer without their permission. Students who manipulate or use another student's computer without permission will lose computer privileges immediately. Playing jokes or pranks on a student's computer is unacceptable behavior.
- You are responsible for the content on your computer. Lending use of your computer to another is not recommended as you will be held liable for the content. Report a lost or stolen laptop immediately.
- Taking a laptop home is a privilege, not a right. For a student to take their laptop home, they must be in good standing with the school, have an AUP signed by the student and guardian, receive a 100% on the AUP Quiz, and have the required insurance paid in full. Any administrator or teacher can revoke the privilege of taking the laptop home.
- Random laptop checks will occur throughout the year. Infractions of this Authorized Use Policy will be dealt with accordingly.

### **Internet Use**

- Hammond Academy of Science and Technology is not legally liable for a student's inappropriate use of the internet.
- Social networking including but not limited to, Facebook, Tumblr, Myspace, and Twitter are not permitted at HAST or on HAST laptops. We have found that these sites are often used to hurt or bully other students and do not have educational merits.
- Cyberbullying is unacceptable behavior for a Hammond Academy student. Cyberbullying is the electronic posting of mean-spirited messages about a person, often

done anonymously. Students will treat each other with respect and dignity through the Internet. Students are expected to treat each other like they would want to be treated.

- Users should not use school technology resources to create, distribute, download, or view obscene, threatening, illegal, or inappropriate content.
- Users should immediately inform a staff member if they encounter material that is obscene, threatening, illegal, inappropriate, offensive, or otherwise makes them feel uncomfortable.
- HAST utilizes a web filter to protect students and encourage educational opportunities. Attempting to circumvent the web filter is strictly prohibited.
- Inappropriate use at home can result in disciplinary action. Even if the inappropriate site was viewed at home, it is still subject to disciplinary action.
- Erasing Internet history is an admission of guilt. There is no reason to delete internet history except to hide something.
- HAST will deny internet access to users who use resources inappropriately.

### **E-mail (HAST Mail)**

- Users should use electronic mail (e-mail) responsibly and professionally. • Electronic mail is treated that same as student lockers. If for any reason, a HAST staff member has suspicion of inappropriate use of e-mail in anyway, they may search the computer and school provided e-mail account.
- The electronic mail system and all of its constituent software and data files (the “System”) is owned and controlled by HAST. In order to protect the interests of the school, its employees and students, HAST reserves the right to access and disclose, without prior notice or permission from the user, the contents of any account on its System.
- A user should never download any file attached to any internet-based message unless the user is certain of that message’s authenticity and the nature of the files transmitted.
- Any public communications concerning HAST must not violate HAST and guidelines as stipulated in its Handbook.

### **Network**

- Access to the HAST network is a privilege intended to facilitate education, school-related communication, research, and other school business. HAST reserves the right to limit or prohibit user access to the network in its efforts to maximize network use for academic purposes or as a result of violation of the Acceptable Use Policy.
- The HAST network will sync documents from the users computer.
- HAST does not assume any liability for lost digital items including, but not limited to, documents, music, movies, and pictures. Please backup your information accordingly.

### **Media**

- Users may only download content that is educational in nature and school appropriate.
- Music and videos stored on the users computer must not be explicit in nature. Explicit material serves no purpose in an educational environment.

- Music and videos should only be downloaded from iTunes with parent permission. HAST assumes no responsibility of maintaining or storing music or video content.
- Users must not share or download illegally. This includes, but is not limited to, “Free Music” websites, sending MP3 files through email, and downloading copyrighted content from Youtube.

**Printers**

- Printers at this time are for staff use only.

**Software**

- Students should not install software onto the laptop. HAST chooses the software to best utilize the technology and encourage learning. Additional software will be investigated for installation based off of staff recommendations.
- All software on your school laptop is subject to review and the terms of the Authorized Use Policy.

We have read and understand the HAST Acceptable Use Policy. We agree to follow this policy faithfully. We understand that these rules apply to anyone that comes into contact with the HAST laptop. We understand that a breach of policy could result in the loss of the use of the laptop, internet, network, and other technology resources and could result in **disciplinary action according to the handbook.**

Student Name \_\_\_\_\_ Parent Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Parent Signature \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

**Parents and Students must pass the AUP test with a score of 100% (A) and pay laptop insurance before taking a laptop home.**

**SECTION V**

**HAMMOND ACADEMY COMPLIANCE PLAN  
(SECTION 504)**

**HAMMOND ACADEMY COMPLIANCE PLAN FOR SECTION 504 OF THE  
REHABILITATION ACT OF 1973**

The Compliance Plan serves students, parents, employees, applicants for employment, and programs with the Hammond Urban Academy.

1. The school assures students, parents, applicants for employment, and employees that it will not discriminate against any individual.
2. The following are designated as Section 504 compliance coordinators:

Student/Parent:                      Mrs. Snedden, Curriculum Director

Employee/Applicant  
for Employment:

*Mr. Tomczak, Business Manager*

3. The school has established the following local grievance procedures to resolve complaints of discrimination:

a) An alleged grievance under Section 504 must be filed in writing, fully setting out the circumstances giving rise to such grievance.

b) Such claims must be made in writing and filed with the following individuals:

Student/Parent: Dr. Egan

Employees: *Matt Tomczak, Business Manager*

c) A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).

d) The coordinator(s) will appoint an independent hearing officer who will conduct the hearing within a reasonable time after the request was received.

e) The coordinator(s) shall give the parent, student, or employee reasonable advance notice of the date, time, and place of hearing.

f) The hearing may be conducted by any party, including an official of the school, who does not have a direct interest in the outcome of the hearing.

g) The school shall give the parent, student or employee full and fair opportunity to present evidence relevant to the issues raised under Section 99.21 of FERPA. The parent, student, or employee may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.

h) The school shall make its decision in writing within a reasonable period of time after the hearing.

i) The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.

Ref: FERPA 34 CFR Part 99  
EDGAR 34 CFR 76.734  
EHA 34 CFR 300.560-576

4. Notice to students, parents, employees, and general public of nondiscrimination assurance and parent/student rights and identification, evaluation and placement will be disseminated annually in the following manner:

- a) Public service announcement in local newspapers;
- b) Announcement in local school system;
- c) Posted notice in each public school building.



